



RECYCLING COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional administrative duties involved in the study, planning, development and implementation of systems, programs, policies, procedures and practices. Develop, coordinate, monitor, evaluate and implement recycling, reuse and diversion programs in order to increase public awareness, involvement and participation. Educate the public on diversion programs to include proper recycling, green waste recycling, and composting from an economic perspective as an integral part of the city's solid waste management function.

Supervision Received and Exercised:

Receives general direction from the Solid Waste Services Manager.

Exercises supervision and direction to assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Monitor and evaluate existing residential, commercial and special event recycling programs and make recommendations for educational and service improvement; identify and implement new diversion programs and zero waste initiatives;

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- Perform research to analyze and evaluate the efficiency and effectiveness of recycling and diversion programs, procedures, and resources; make recommendations and assist with the implementation of improvements in programs and procedures as needed; perform special administrative projects and research to evaluate feasibility of implementing new solid waste/recycling/diversion programs;
- Create, develop and implement green organic program to include food waste recycling outreach programs to residents, schools and businesses;
- Organize and conduct school diversion programs, including classroom presentations;
- Design, create and prepare various educational materials such as graphic presentations, brochures, flyers, calendar of events, newsletters, websites and other publications related to solid waste/recycling/diversion programs;
- Develop a collaborative system that encourages cross-functional cooperation and focuses on implementing programs to meet identified timelines;
- Produce monthly, quarterly, semi-annual, annual reports, brochures, ads, presentations and other related publications for internal and external use;
- Perform commercial waste audits/assessments and recommend service levels for waste and recycling;
- Conduct and participate in residential waste characterization studies and provide written reports of findings and recommendations;
- Compile statistics for programs on recycling tonnage reports; analyze data for accuracies and trends; analyze monthly reports on outreach activities and maintain a calendar of reporting deadlines;
- Coordinate grant writing and applications, awards, and special recognition entries for solid waste/recycling/diversion programs;
- Schedule and conduct tours of local transfer stations, landfills or other facilities;
- Recommend and implement goals and objectives for special programs, projects and systems;
- Make presentations to city staff, the public, schools, community groups/organizations and businesses, to provide information regarding the solid waste/recycling/diversion programs;

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- Compose correspondence to respond to citizen requests and concerns;
- Develop and maintain relationships with a variety of community organizations and public schools;
- Organize and coordinate the city's participation in special events and recycling celebrations;
- Respond to general inquiries from the public and other city departments;
- Prepare complex, concise, clear, and accurate written and oral reports for management and City Council;
- Represent the city on local and regional recycling committees, organizations and task forces;
- Partner with other municipalities and local partners concerning disposable materials;
- Prepare cost estimates for annual budget recommendations and submit justification for budget items; monitor and control expenditures; track recycling revenue; advise managers and other administrative personnel on budget problems, policies, and procedures;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible full-time experience in the solid waste and/or recycling industry. Also requires three years of supervisory or lead responsibility for a work group related to the area of assignment. Two years of program development responsibilities as well as public outreach is preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental management or a degree related to the core functions of this position.

Licenses/Certification:

Must possess and maintain a valid driver's license.

SWANA Recycling Certification within six (6) month of hire date.

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 20 lbs and move 95 gallon recycling containers
- Operate city vehicles
- Climb stairways, ladders and work on elevated structures
- Work in a stationary position at desk or at computer for considerable periods of time
- Operate computers, calculators and other modern office machines
- Considerable reading and close vision work
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operations, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May work alone for extended periods of time at the office
- May require working extended hours
- Evening and weekend work

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 529

FLSA Status: Exempt/ Classified